

### Application for Credit Transfer/Course Exemption for Undergraduate Programmes

<i>For Direct (non-JUPAS) Applicant for Admission</i>	
Name of Applicant: _____	
Application No.*: UG08 _____	HKID/Passport No./
Choice of Study Programme:	Travel Document No.: _____
1 <sup>st</sup> - _____	
2 <sup>nd</sup> - _____	
3 <sup>rd</sup> - _____	
Name of Institution & Study Programme Last Attended: _____	
Year(s) of Study or Class(es) Attended: From _____ to _____	
Date of Attendance: From _____ to _____	

<i>For Current LU Student (Please note Regulation 7 below)</i>	
Name of Student: _____	Student No.: _____
Year of Study: _____	1 <sup>st</sup> / 2 <sup>nd</sup> Term, 20 _____ - _____
Study Programme: _____	

#### Regulations and Procedures for Credit Transfer/Course Exemption:

1. An applicant who has passed public, professional, or other examinations recognised by the University or has successfully completed a course at an appropriate level offered by the University or another tertiary institution including Associate Degree (AD) programme may apply for credit transfer/course exemption.
2. If the application for **credit transfer** is approved, the student will be exempted from taking a similar course offered by the University (or, if the University does not offer a similar course, the student may be exempted from taking a free-elective or a General Education course) and granted with equivalent credits.
3. If the application for **course exemption** is approved, the student will be exempted from taking a similar course offered by the University. However, credits are not granted, and the student has to take another course to make up for the total number of credits required for graduation.
4. A minimum grade C- is required for credit transfer of courses taken in associate degree programmes to undergraduate degree programmes. Individual departments have discretion to adopt a higher minimum grade where appropriate.
5. Normally, a student may not be granted more than 50% of the required number of credits for an academic award or the Minor Programme.
6. Local applicants should submit this form together with the "Application for Admission" form. Non-local students may apply for credit transfer when they receive an offer of admission from the University.
7. The transfer of credits upon admission should be a one-off exercise. No subsequent transfer of credits will be approved during the course of the admittee's study at LU except for newly gained qualifications after admission.
8. Please attach relevant documents (including course syllabus/outline) in support of your application.
9. A student should not enrol in a course for which he/she has been granted exemption (with or without credits). If the student has enrolled in a course and is subsequently granted exemption, he/she is not required to apply to drop the exempted course.

**P.T.O.**

\* Please fill in the Application No. as shown on your "Application for Admission" form or as assigned by the Online Application System. Please leave this blank if you are using an application form without a pre-assigned application number.

**Application for Credit Transfer / Course Exemption :**

To be completed by the Applicant				To be completed by the Programme Office / Department of the Applicant's Major Programme			
Subject(s) passed in public or professional examinations/ Course(s) completed in tertiary institution(s)				Equivalent Course(s) in LU (for CT(S) and EN, please specify the corresponding LU course code and title; for CT(F), please state 'free elective'; for CT(G), please specify the category as 'A', 'B', 'C' and 'D'.)			
Course Code	Course Title	No. of Credits (if applicable)	Grade/Score	Type of Recognition #	Course Code	Course Title	No. of Credits (for CT only)
Signature : _____ Date : _____				Total Credits: _____			

*Note to Programme Director/Head of Department:*  
two weeks after the beginning of a term.

*Please return this form to the Registry after completion together with the original supporting documents within*

- # CT(S) = Credit transfer for similar course offered by Lingnan University
- CT(F) = Credit transfer as free elective
- CT(G) = Credit transfer as a General Education course
- EN = Course exemption with no credits granted
- N = Not granted

No. of Course Recognitions: CT (S) \_\_\_\_\_ CT (F) \_\_\_\_\_ CT (G) \_\_\_\_\_ EN \_\_\_\_\_ N \_\_\_\_\_

**Approved by:** \_\_\_\_\_ (Name: \_\_\_\_\_ )  
Programme Director / Head of Department

<p><b>Registry's Use</b></p> <p>Supporting documents inspected by _____ on _____</p> <p>Student records updated by _____ on _____</p>
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Copy : ( ) The Applicant/Student